



Foreign Affairs Handbook

4 FAH-2 – Foreign Affairs Administrative Support Handbook

Transmittal Letter: FAASH-2

Date: June 1, 1998

4 FAH-2 VOLUME CANCELLATION

MAJOR CHANGES

1. The *Foreign Affairs Administrative Support (FAAS) Handbook* is now officially cancelled. As of September 30, 1997, the *FAAS Handbook* has not been used.

2. The *FAAS Handbook* was replaced by 6 FAH-5, *International Cooperative Administrative Support Services (ICASS) Handbook*. Please refer to the *ICASS Handbook* for information concerning charging other agencies for administrative support services.

3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy 4 FAH-2 issued under TL:FAASH-1; 3-15-94. For record purposes, do not destroy the TL Checklist and the previous TL.

2. Insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:FAASH-2, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Handbooks* (unclassified) are issued primarily in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator, A/RPS/MMS/CB, directly. The Coordinator is located in Room 1659 NS, (202) 736-4881, FAX (202) 736-4924. E-Mail via DOSNET: INFOEXPRESS.

2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PB, Room 1853, (202) 736-7470, FAX (202) 647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

(FMP/F/FPMC)